



Application Guidelines

Assistant Director of OSHC

St John's Campus (Highgate)

Vision

Inspiring and equipping hearts, hands and minds
for a world of possibilities

Mission

We aim to provide a vibrant education, rich
in opportunities, delivered within a caring,
supportive environment, empowered by the love
of Jesus Christ.

We seek to inspire young people to actively
engage in lifelong learning, achieve their best
and become global citizens who serve with an
open heart.

Values

Our values define our learning community and
guide our relationships and interactions

- + Our compassionate and connected
community.
- + Serving others in response to the love of God.
- + Nurturing high quality teaching and learning.
- + Excellence in a spirit of humility and grace.
- + Creativity and innovation.
- + Caring for the environment as stewards of
God's creation.
- + A global perspective shaped by hope and
courage.
- + Resilience in embracing challenges.
- + Our unique heritage.

Motto

*Fortiter in Re,
Suaviter in Modo*

**Firm in Principle,
Gentle in Manner.**

Background — The College

Concordia College has a rich history as an academic and caring school, encouraging and supporting young people to be successful, independent learners.

Our school was established in 1890 in Murtoa, Victoria as a boys' college and training ground for future pastors and teachers. Fifteen years later, it moved to Highgate, a beautiful leafy suburb just 5km south east of Adelaide's CBD.

In 2016, Concordia College and St John's Lutheran School in Highgate, joined together as one College (ELC to Year 12). We amalgamated with St Peters Lutheran School at Blackwood, adding a third campus in January 2023.

- St Peters Campus, Blackwood – ELC to Year 6
- St John's Campus, Highgate – ELC to Year 6
- Concordia Campus, Highgate – Year 7 to Year 12

The ongoing development of the IB curriculum framework, the Australian curriculum, SACE, VET and the continuing exploration of new ways to use digital technologies in support of student learning are important components of the Strategic Plan of Concordia College. All students have access to digital device. Current enrolment is approximately 550 students from ELC – Year 6 and 900 students from Years 7 – 12.



The Curriculum Framework

ELC

The Early Learning Centres (ELC) provide a safe and nurturing environment and is the first step into education at Concordia College from 3 years of age.

YEARS R – 6

The Primary Schools offer the International Baccalaureate Primary Years Programme (IB PYP). It aligns with the Australian Curriculum.

YEARS 7 - 9

The Middle School has offered the International Baccalaureate Middle Years Programme (IB MYP) since 2000. It aligns with the Australian Curriculum.

YEARS 10 – 12

Students complete the South Australian Certificate of Education (SACE). VET opportunities are supported.

These curriculum frameworks all promote student-centred learning and the development of independent learning skills designed to equip young people with life-long qualities that extend beyond the classroom into the community. Many school-organised service activities support this.

Connecting • **Empowering** • **Challenging**
Learners *Learners* *Learners*

Learning Well

Learning Intentions and Success Criteria:
Clear and explicit statements relating to what students are learning, the purpose of their learning, and what achievement 'looks like'.

Structure and Routines: A consistent learning structure and set of routines are used to support student engagement, reduce cognitive load and assist the development of self-management, and emotional regulation skills.

Relationships and Expectations:
A safe learning environment is established through modelling respectful relationships and upholding consistent expectations.

Instructional Model

**Connecting
Empowering
Challenging**

Learner

Wellbeing Model

Inquiry: Questions and authentic provocations are used to engage students in constructing knowledge, developing skills, and applying their understanding.

Inclusion: Strategies, activities, and interventions are selected, adjusted and used to support the engagement and progress of every learner based on their strengths, interest and needs.

Feedback: Diverse, regular and timely feedback opportunities are provided for students in assisting them to understand their learning performance and the next steps in achieving progress.

Challenges

Academic
Physical
Social
Psychological
Spiritual

Wellbeing is the **equilibrium** between the **challenges** an individual is facing, and the **resources** they have to face them.

Resources

Academic
Physical
Social
Psychological
Spiritual

School Culture

Concordia College supports an environment that encourages the growth of each individual's spiritual, intellectual, cultural, social and physical capabilities.

The heart of Concordia College is expressed in our motto; Firm in Principle, Gentle in Manner. The education and growth of the whole person is central to the purpose of the College and is realised through high expectations within a culture of openness and forgiveness in a Christian community.

Concordia College is an inspiring school environment with professional, caring teachers who provide a firm foundation for students to engage with their learning and build relationships. We believe this is vital in allowing them to strive to achieve their best. This in turn, enables students to be positive contributors to the world through service to others, both locally and globally.

Teaching and Learning

A teacher at Concordia College provides high quality, professional, inspiring and innovative teaching within a supportive community whose principles are underpinned by the values and ethos of Lutheran education. The interface between student wellbeing and engagement in learning is recognised as a key contributor to the holistic development of our students.

Our Instructional Model has a focus on collaborative approaches to teaching and learning to enhance student education and equip them for life beyond school.

Co-curricular, extra-curricular and service opportunities provide contextual and individual experiences for students to enhance the breadth and depth of their experiences.

Position Overview

Assistant Director of OSHC – St John’s Campus Highgate

1 x ongoing, full-time position

Commencing as soon as possible

We are seeking a dedicated and enthusiastic Assistant Director of OSHC to support the Head of OSHC Services at our St John’s Campus.

The Assistant Director is responsible to the Head of OSHC Services for the coordination and direction of activities in the OSHC and Vacation Care service. The Assistant Director ensures that quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner.

The Assistant Director of OSHC will:

- support the OSHC Director and educators in providing quality, play-based education and care that upholds the safety and wellbeing of children attending
- implement policies, procedures, and guidelines to ensure program excellence
- foster a positive and inclusive program culture that prioritises the well-being and development of children
- support training, supervision, and support OSHC educators
- support in any performance evaluations and provide feedback for professional growth
- develop and implement a diverse and engaging curriculum through the role of Educational Leader
- support with the coordination of programming activities, inclusion support, and recreational programs
- ensure educational and recreational activities align with the College mission and values
- maintain a safe and secure environment for children, staff, and visitors
- ensure the OSHC is staffed appropriately and aligns with child ratios
- work in collaboration with the Directors and College leadership to build a sense of team amongst Educators
- maintain and ensure that the licensing, statutory and quality assurance issues are complied with
- ensure that relevant and accurate information is maintained
- implement emergency procedures and risk management strategies
- foster open and effective communication with parents, guardians, and the community
- attend meetings and engage in partnerships with schools, local communities and relevant stakeholders
- oversee procurement and maintenance of program resources and facilities
- monitor and evaluate program effectiveness, seeking opportunities for improvement
- assist with leading initiatives to enhance the quality and impact of the program
- carry out other duties of the OSHC Director as required based on the needs of the Service

Applications for suitably qualified applicants interested in joining a talented and committed learning community are encouraged to apply.

Applications

The Role Description and Application Form for this position can be accessed on the College website, www.concordia.sa.edu.au, under 'About' / 'Employment'. If there are any questions about the position or the application process, please contact Reception, who can put you in touch with the appropriate person.

Applications close 9.00am Wednesday 12 November 2025, however, will be considered as they are received.

Applications will be accepted via email only to employment@concordia.sa.edu.au.

Please quote "Assistant Director of OSHC – Your Name" in the subject line of your application email.

Applications should be addressed to:

Mr Paul Weinert
Head of College – Concordia College
24 Winchester Street
Highgate SA 5063

Applications should include the following:

- a completed Concordia College **Employment Application Form**
- (available from the College website)
- a **brief covering letter** outlining why you are interested in the opportunity to join Concordia College
- an up-to-date **resume** which includes a chronological summary of qualifications and positions held
- please attach a copy of your current RRHAN-EC, WWCC & First Aid and other relevant certificates.

Selection Process

The selection panel regards the selection process as a confidential two-way communication process involving applicants and the panel.

The selection panel reserves the right to contact relevant referees contained in the application form and any who have not been nominated by the applicant. Applications that are incomplete, may not be consider further.

Applicants will be selected for interview by the Selection Panel based on the assessment of their written application and details included in the general application form completed by all candidates.

Applicants selected for an interview will be provided with additional information prior to the interview.

Applicants should be aware that interviews will be conducted at the Concordia College on dates to be determined by the selection panel. Interviews with interstate applicants will be conducted via video call.

In the first instance the respective merits of each of the applicants will be assessed against their written application. The interview panel will assess responses to questions asked at the interview, and performance on any other task which may form part of the selection process.

The selection process will be conducted by the selection panel with complete confidentiality.

Applicants should note that they may be required to undergo medical and/or psychological assessment prior to being appointed to the position.



Visit *concordia.sa.edu.au*
Highgate and Blackwood — ELC - Year 12

St John's Campus (ELC-Year 6)

20 Highgate Street
Highgate SA 5063
t. 08 8271 4299

e. mail@concordia.sa.edu.au
w. concordia.sa.edu.au

CRICOS: 00360J
CRICOS: 04084C

St Peters Campus (ELC-Year 6)

71 Cumming Street
Blackwood SA 5051
t. 08 8278 0800

Concordia Campus (Year 7-Year 12)

24 Winchester Street
Highgate SA 5063
t. 08 8272 0444